



DEPARTMENT OF THE ARMY
Headquarters, 1st Brigade, 1st Armored Division
UNIT 21104, Ray Barracks
APO AE 09074



AETV-THN-CO (600-20)

28 June 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Letter #14, Control and Use of NTV/TMP Vehicles

1. Non-Tactical Vehicles (NTV) throughout the Brigade area are managed by the Brigade S4 and the Brigade Executive Officer. I am the approval authority for the assignment of NTVs and will redistribute the vehicles based on mission requirements. NTVs are not the property of the unit, but a resource the Brigade has allocated for the unit's use. The Brigade will allocate NTVs based on mission requirements.

2. To reduce the number of incidents resulting in reports of survey associated with damage to TMP vehicles, commanders will ensure the following measures are enforced:

a. NTVs will be controlled by a field grade officer or sergeant major serving as the approval authority for the use of TMP vehicles within their unit.

b. Before using a NTV, the vehicle operator will conduct a physical inspection to observe for damages. A log will be maintained on each vehicle, listing any scratches or dents to vehicles. If an operator observes unrecorded damage to a vehicle prior to operation, the previous operator will be summoned to account for the damage. Responsibility for the damages to NTVs must be determined as a result of this process. When circumstances arise, where damages are incurred while the vehicle is parked, the MPs will be notified and an investigation conducted.

c. Ensure that all operators are properly licensed, that dispatches remain current, and the usage log is completed each time the vehicle is operated.

d. During weekends, NTV keys and dispatches will be maintained by battalion SDO/SDNCOs to enable NTVs to be available for unanticipated requirements.

e. Ensure NTVs are parked in lighted, low traffic areas when not in use.

f. Check the oil and other fluid levels prior to use and annotate the results on the vehicle dispatch.

g. When the official use of an NTV is in question, consult Ready JAG (324-3873).

3. There are sufficient numbers of NTVs within the Brigade to support most mission requirements. If a unit anticipates a requirement for increased NTVs to support a specific mission, request additional assets through the Brigade S4, DSN 324-3827.

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4. Point of contact for this headquarters is the Brigade S4, DSN: 324-3827.

READY FIRST!

//s//

SEAN B. MacFARLAND
COL, AR
Commanding

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